

# **EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)**

**January 14, 2004**

Prepared by: Joe Guerrero

Approval Date: March 10, 2004

## **Members Present**

Tony Dickerson  
Teresa Medeiros  
Merrin Bueto  
Joe Guerrero  
Ivonne Guzman-Cicero  
Russell Grace  
Charles Ross  
Debbie Sanchez  
**Gayle Yost, EEO  
Officer, Consultant**

## **Members Absent**

Nimal Diunugala  
Judy Yee

## **Guests Present**

Cindy Francisco

The meeting was called to order at 9:40 a.m. It was held via videoconference between the Cal/EPA Headquarters Building Conference Room 550 located in Sacramento and ARB El Monte offices, Conference Room 111, A&B in Annex 2.

## **APPROVAL OF PREVIOUS MINUTES**

The committee approved the October 8, 2003 minutes with minor corrections. November meeting minutes were discussed and corrections were suggested prior to approval.

## **EQUAL EMPLOYMENT OPPORTUNITY REPORT**

Nothing to report.

## **DISABILITY ADVISORY COMMITTEE REPORT**

Nothing to report.

## **CONTINUING (OLD) BUSINESS**

### Sexual Harassment - Certification of Understanding Form

Gayle Yost requested the EEOAC provide comments regarding the Sexual Harassment Certification Form prepared by ASD. The form was distributed at the meeting and members began to discuss the current draft. Some members thought the form was too focused on new employees. The committee also recommended that the form be signed annually. The committee discussed

modifying the form to require employees to attend training at least every four years. After additional discussion, it was agreed that it would be best to reword the language to "strongly suggest" employees attend training every four years.

Ivonne volunteered to prepare a revised copy of the form in which she will incorporate the meeting comments. Committee members will review the draft and send any other suggestions back to Ivonne. She will coordinate and integrate all suggestions and forward the final version to Gayle and all committee members.

### **NEW BUSINESS**

The meeting dates for 2004 were discussed. Meetings will be held on the second Wednesday of each month with no meeting in December.

### **ADJOURN**

The chairperson adjourned the meeting at 11:46 a.m.